[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Third-Party Subpoena

Case Name: [Case Name]
Case Number: [Court Case Number]

Dear [Name of Party or Counsel],

Please take notice that pursuant to the rules of civil procedure, a subpoena has been issued to the following third party:

Third Party Name: [Name of Entity or Person Subpoenaed]
Address: [Address of Third Party]

The subpoena seeks the following:

- [Description of documents, e.g., employment records, bank statements, etc.]
- [Date/Time of scheduled deposition, if applicable]

A true and correct copy of the issued subpoena is attached to this notice.

The production of documents or the appearance for testimony is scheduled to occur on [Date] at [Time]. If you intend to object to this subpoena, you must do so within the timeframe permitted by law.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Law Firm/Company]
[Your Phone Number]